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Supplement 1
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Information Management

***THE AIR FORCE PUBLICATIONS AND
FORMS. MANAGEMENT PROGRAM--AIR
FORCE PERIODICALS AND NONRECURRING
PAMPHLETS***

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AFI 37-160, Volume 4, 30 November 1993, is supplemented as follows:

- 2.** All USAFA periodicals and nonrecurring pamphlets must be coordinated with 10 MSS/IMP prior to printing each edition.
- 6.** Low-cost, in-house newsletters exempted from reporting requirements in attachment 1, section C, "Newsletter Periodicals," don't require completion of DD Form 1909 unless annual printing costs exceed \$20,000. If printing costs do exceed \$20,000, complete DD Form 1909 to compute total fiscal year costs (editing, administrative, printing, postage, etc.), thus determining the class of the periodical (paragraph 4).
- 9.** A USAFA Periodical and Nonrecurring Pamphlet Review Board will be established, as needed, to review USAFA Class I, II, and III periodicals and nonrecurring pamphlets.
- 15.** Low-cost, in-house newsletters exempted from reporting requirements in attachment 1, section C, "Newsletter Periodicals," need not be numbered.

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